

LOCALISATION OF COUNCIL TAX BENEFIT - STAKEHOLDERS	WHAT will be done to engage stakeholder in the consultation project	HOW stakeholder will engage in consultation project	WHERE stakeholder will engage in the consultation project	WHEN stakeholder will engage in the consultation project	Lead officer	Supporting officers	Key resources	Actions	Issues/Matters Arising
Local Authorities	Collect data from other LAs as necessary/appropriate	N/A	At scheduled meeting(s) btwn Tees Valley LAs, TBC otherwise	2012/13 (including the consultation period and beyond)	Linda Stephenson	Welfare Reform Consultation Sub Group			
Borough Councillors	Members' Seminars; Party Briefings; email briefing note detailing how to engage in consultation for start of consultation period	Verbal feedback from meetings; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	VARIOUS: Cabinet (13.06.12; 09.08.12; 29.11.12); Members' Policy briefings; Members Seminar (21.06.12); Council (23.01.13)		Linda Stephenson	Welfare Reform Consultation Sub Group			
Police and Fire	Tees Valley wide meeting prior to drafting scheme. Email briefing note detailing how to engage in consultation for start of consultation period	Minutes of meetings. Questionnaire.	Email correspondence. At scheduled meetings with Tees Valley LA's	Between 13/08/12 - 19/10/12	Linda Stephenson	Council Tax Support sub group			
Parish Council Liaison Forum	Email briefing note detailing how to engage in consultation for start of consultation period	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	Email correspondence	Between 13/08/12 - 19/10/12	Johanne Parker	Welfare Reform Consultation Sub Group			
Town Councils	Email briefing note detailing how to engage in consultation for start of consultation period	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	Email correspondence	Between 13/08/12 - 19/10/12	Johanne Parker	Welfare Reform Consultation Sub Group			
Adults' Safeguarding Board - Stockton on Tees	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire	At prescheduled meeting of Board	TBC	Linda Stephenson	Johanne Parker			Jp requested item on agenda 31.07.12 (Liz Hanley/Joanne Dickens)
Children's Safeguarding Board - Stockton on Tees	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire	At prescheduled meeting of Board	20.09.12, 13:00, EDC	Linda Stephenson	Johanne Parker			CONFIRMED 01.08.12
Local Public Service Board (LPSB)	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire	At prescheduled meeting of Board	05.09.12 (11:00) CR1 Muni Bldgs	Linda Stephenson	Johanne Parker			PUT ON FORWARD PLAN - CONFIRMED 31.07.12
Renaissance	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire	At prescheduled meeting of Board	18.09.12 (17:00) EDC	Linda Stephenson	Johanne Parker			CONFIRMED 31.07.12
Renaissance - Central Area	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Board	27.09.12 (16:00) EDC	Linda Stephenson	Johanne Parker			CONFIRMED 31.07.12
Renaissance - Western Area	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Board	24.09.12 (18:00) TBC	Linda Stephenson	Johanne Parker		Need to confirm slot on agenda	
Renaissance - Eastern Area	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Board	25.09.12 (09:30) Five Lamps Organisation	Linda Stephenson	Johanne Parker		Need to confirm slot on agenda	
Renaissance - Northern Area	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Board	03.09.12 (17:45) Cowpen Training Centre	Linda Stephenson	Johanne Parker		Need to confirm slot on agenda	
Health and Wellbeing Board	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Board	04.09.12; 1300 - 1500 (EDC)	Linda Stephenson	Johanne Parker		Need to confirm slot on agenda	
Safer Stockton Partnership	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Partnership	25.09.12 (13:30) EDC	Linda Stephenson	Johanne Parker			CONFIRMED 31.07.12
Stockton Environment Partnership	Email briefing note detailing how to engage in consultation for start of consultation period	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick)	N/A	Between 13/08/12 - 19/10/12	Linda Stephenson	Johanne Parker			CONFIRMED 31.07.12
Housing and Neighbourhood Partnership	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Partnership	18.09.12 (14:00) venue TBC	Linda Stephenson	Johanne Parker		Need to confirm slot on agenda	
Culture Partnership	Email briefing note detailing how to engage in consultation for start of consultation period	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick)	N/A	Between 13/08/12 - 19/10/12	Linda Stephenson	Johanne Parker			CONFIRMED 31.07.12
Economic Regeneration and Transportation Partnership	Email briefing note detailing how to engage in consultation for start of consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	N/A	Between 13/08/12 - 19/10/12	Linda Stephenson	Johanne Parker			
Employability Consortium	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Board during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Consortium	10/09/12, 14:00 - 16:00, venue (TBC)	Linda Stephenson	Johanne Parker		Need to confirm slot on agenda	
CMT	Provide briefing note(s)	Verbal feedback from meeting	At prescheduled meeting(s)	Various dates throughout the consultation period (13.08.12 - 19.10.12)	Julie Danks	Beccy Brown; Linda Stephenson; Julie Nixon			
Service Group SGMs	Provide briefing note(s)	Verbal feedback from meeting	At prescheduled meeting(s)	Between 13/08/12 - 19/10/12	Linda Stephenson	Welfare Reform Consultation Sub Group		Need to confirm slot on agenda	
Staff	KYIT info about where to find the paper and/or online questionnaires	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick)	KYIT	Between 13/08/12 - 19/10/12	Linda Stephenson	Welfare Reform Consultation Sub Group			

<b>Unions</b>	Provide briefing note for meeting of representative group	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting(s)	Between 13/08/12 - 19/10/12	Linda Stephenson	Welfare Reform Consultation Sub Group		Need to confirm slot on agenda	
<b>RSLs</b>	Provide briefing note for meeting of representative group	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	Infinity Partnership Advice Day AND Housing and Neighbourhood Partnership	18.09.12 (14:00) venue TBC AND Infinity Advice Day (TBC)	Linda Stephenson	Welfare Reform Consultation Sub Group			
<b>Private Landlords</b>	Provide briefing note for meeting of representative group	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	Housing and Neighbourhood Partnership	18.09.12 (14:00) venue TBC	Linda Stephenson	Welfare Reform Consultation Sub Group			
<b>Advice agencies</b>	Provide briefing note(s)	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	Infinity Partnership Advice Day; Employability Consortium	TBC	Linda Stephenson	Welfare Reform Consultation Sub Group			
<b>Catalyst</b>	Email briefing note detailing how to engage in consultation for start of consultation period AND request they provide notice of consultation via their e-newsletter	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick)	N/A	Between 13/08/12 - 19/10/12	Johanne Parker	Welfare Reform Consultation Sub Group		JP emailed James Hadman 30.07.12	
<b>BME Network</b>	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Group during consultation period AND Infinity Partnership Advice Day	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick); Alternative Drop In Events (subject to demand and with translator attending as necessary); Prescheduled meeting of Group; Infinity Partnership Advice Day	Between 13/08/12 - 19/10/12	Johanne Parker	Welfare Reform Consultation Sub Group		JP emailed Sean Ridgeway 30.07.12	ask Sean Ridgeway to circulate email
<b>Faith Network</b>	Email briefing note detailing how to engage in consultation for start of consultation period AND invitation extended to Network for Infinity Partnership Advice Day	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick); Infinity Partnership Advice Day	Drop in events; Infinity Partnership Advice Day	Between 13/08/12 - 19/10/12	Johanne Parker	Welfare Reform Consultation Sub Group		JP emailed James Hadman 30.07.12	ask James Hadman to circulate email to comprehensive list of faith representatives across the Borough + add the LCTS consultation to Catalyst email newsletter
<b>Disability Advisory Group (DAG)</b>	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Group during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Board/Group - email sent with request for info 28.06.12	24.09.12, 12:00, Stockton Central Library	Linda Stephenson	Mehnaz Rashid		Need to confirm slot on agenda	
<b>Gender specific Group(s)</b>	Public consultation (paper questionnaire to each household in the Borough + online via SBC website)	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick)	General public communications and drop in events	Between 13/08/12 - 19/10/12		Welfare Reform Consultation Sub Group			
<b>People who have undergone gender reassignment</b>	Public consultation (paper questionnaire to each household in the Borough + online via SBC website)	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick)	General public communications and drop in events	Between 13/08/12 - 19/10/12		Welfare Reform Consultation Sub Group			
<b>Pregnant women</b>	Public consultation (paper questionnaire to each household in the Borough + online via SBC website)	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick)	General public communications and drop in events	Between 13/08/12 - 19/10/12		Welfare Reform Consultation Sub Group			
<b>Over 50s Assembly</b>	Email briefing note detailing how to engage in consultation for start of consultation period AND attend prescheduled meeting of Assembly during consultation period	Verbal feedback from meeting; Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick);	At prescheduled meeting of Assembly	13.08.12 @ 13:15, The Stockton Baptist Tabernacle	Linda Stephenson	Johanne Parker		Need to confirm slot on agenda	CONFIRMED 31.07.12
<b>Adult Residents generally</b>	Public consultation (paper questionnaire to each household in the Borough + online via SBC website)	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick)	General public communications and drop in events	Between 13/08/12 - 19/10/12		Welfare Reform Consultation Sub Group			
<b>Young Residents generally (aged over 16 years)</b>	Public consultation (paper questionnaire to each household in the Borough + online via SBC website)	Questionnaire; Drop in events (Billingham; Thornaby; Stockton Town Centre; Yarm; Ingibey Barwick)	General public communications and drop in events	Between 13/08/12 - 19/10/12		Welfare Reform Consultation Sub Group			